Reschedule a Meeting

1. In Calendar, double-click the meeting you want to reschedule.

2. In the meeting request form, make any necessary changes to the **Required**, **Optional**, **Location**, **Start time**, and **End time** boxes.

3. If there was a scheduling conflict with one or more attendees, click the **Availability** tab to view everyone's schedule. This will help you find a more convenient time.

4. On the toolbar, click **Send Update**.

Note If you cancel a meeting Outlook Web Access will ask if you want to notify attendees with a cancellation notice.